



Joseph C. Sullivan, Mayor

Human Resources Department

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JOB POSTING

JOB TITLE: Senior Library Assistant

UNION: BLSA

LOCATION: Thayer Public Library

DATE AVAILABLE: May 1, 2015

SALARY: S6 -\$34,903.44 - \$38,953.72

QUALIFICATIONS: High School Graduate, with three credit hours in approved courses or two years of Library experience or any equivalent combination of education and experience. Working knowledge of clerical and library procedures including automation preferred. Demonstrated ability to operate electronic calculators and typewriters with computer and postage meter skills preferred.

RESPONSIBILITIES: Please see attached job description for complete details.

POSTING DATES: April 15, 2015 – until filled

Applicants may submit a resume and cover letter to the following address:

Human Resources Department
Town of Braintree
1 JFK Memorial Drive
Braintree, MA 02184

Or e-mail to kshanley@braintreema.gov

Town of Braintree is an Equal Opportunity Employer

APPROVED STM 10/93

THAYER PUBLIC LIBRARY

SENIOR LIBRARY ASSISTANT
(as agreed between the Town and MLSA)

BLSA
S-6

Definition: Sub-professional work with minor supervisory responsibilities in varied phases of senior-level library clerical and administrative operations of the main library and branches; related work as required.

Distinguishing Characteristics: Under general supervision of the Library Director, but usually under specific assignment of Principal Library Assistants, Librarians and Circulation/Branch Supervisors.

Performs any of a variety of rote to specialized library duties, with minor supervisory responsibilities, utilizing manual and automated systems; but principal duties normally involve assignment in responsible senior capacity assisting a Principal Library Assistant and/or other major supervisory level personnel.

Exercises some independent judgment in performing senior level specialized work as assistant cataloger, assistant branch supervisor, information desk supervisor, reference desk assistant or similar service at other work stations. Assumes responsibility for operations in the absence of a Principal Library Assistant or other upper level supervisor.

Makes frequent contact with the general public and provides basic readers' advisory and referral. Assists in resolving concerns of patrons, Junior Library Assistants and Pages.

Errors could result in lower standards of library service.

Physical effort normally required relates to the regular performance of duties under typical library conditions, including the loading and unloading of book boxes, carts and lift in Technical Services Department.

Examples of Work: Responsible for over-all maintenance of circulation and technical services files, via manual and automated systems, to include: patron registration, materials borrowed, serials, overdues, reserves, interlibrary loan, assistance, books ordered/received, shelf list, and bindery.

Files shelf list, new book slips, and initially files public catalog cards; updates bibliographic and patron data bases.

Checks in book orders and assists in resolving vendor discrepancies.

Processes library materials of all types, collections and levels (from preschool through senior citizen) inclusive of: books, audio and video cassettes, compact disks (CDs), and microforms.

SENIOR LIBRARY ASSISTANT (con't)

Performs in-house mending and prepares books for bindery or return to vendors. Processes mail, serials and supply orders. Assists in preparation of interlibrary loan using manual and automated systems. Records daily circulation transactions; counts fine money; types list of patron names for vendor production of library cards.

Within overall responsibility for overdues system, types and sends first/second notices and bills; resolves basic patron claims concerning returns. Assists Circulation Supervisor and Principal Library Assistants in preparation of delinquent borrower lists, including court action cases.

Supervises Junior Library Assistants and Pages relative to performance of the daily duties in keeping with respective job description and established procedures and policy.

Maintains order in the work center, including selection aid table, workroom closet and counters, computer stations, desk tops, reserve shelves, card trays, etc.

Insures that Pages and/or Junior Library Assistants perform regular and periodic walk-throughs of public reading and stack areas.

Assists in book deposits, programming, displays and exhibits, including story-reading.

Works at various locations throughout the library system as required by the Library Director.

Required Qualifications: High school graduation, with three credit hours in approved courses or two years of library experience, or any equivalent combination of education and experience.

Working knowledge of clerical and library procedures including automation, preferred. Demonstrated ability to operate electronic calculators and typewriters, with computer and postage meter skills preferred.